

ADMINISTRATIVE INTERN PROGRAM

As full-time County employees, the interns experience Los Angeles County government first-hand through practical job assignments and participation in on-the-job training. The interns perform analyst assignments in such disciplines as human resources, budget, contracts, and public policy while assigned to various County departments, including the Department of Human Resources and the Chief Executive Office.

Rotational assignments in various divisions may include recruitment and selection, employee relations, organizational development, asset management, classification, budget operations, and legislative analysis. As part of their rotation, the interns may analyze systems and procedures, conduct job analyses and classification studies, respond to letters of appeal and constituent inquiries, assist in test research, review and draft Board letters, write performance standards, prepare budget documents, perform investigative work, and prepare documents for the Civil Service Commission.

After the successful completion of the program, the intern will be promoted to the Administrative Analyst position and placed in one of the County departments.

WHO QUALIFIES?

The minimum requirement to qualify for the program is the completion of a Bachelor's degree from an accredited college or university.



COUNTY OF
LOS ANGELES

The 2016 application period
is March 14, 2016, 8:00am,
through March 18, 2016,
5:00pm PST.

The job bulletin will be posted
on February 29, 2016, so review
it and get your profile started on
**[www.governmentjobs.com/
careers/lacounty](http://www.governmentjobs.com/careers/lacounty)**.

To receive an automatic notice
regarding open application
periods, visit the below link to
set up a Job Interest Card and
click on SUBSCRIBE:

<http://bit.ly/1NSmAGq>

WHAT TRAINING IS PROVIDED?

The program aims to give interns an in-depth understanding of County rules, regulations, and procedures. The first week of the program is an introduction to County government during which the interns attend Board of Supervisors sessions and Civil Service Commission meetings. In this program, they will learn about Civil Service Rules and processes, employee relations, and various County functions and how they are interrelated. Each intern will receive approximately 120 hours of training over a two-year period.

Los Angeles
County
Human Resources
YOUR CAREER STARTS HERE.



TO LEARN MORE | EMAIL admininterns@hr.lacounty.gov PHONE 213.893.7810